

# **HEATING, VENTILATION, AIR CONDITIONING (HVAC) MECHANIC II**

## **GENERAL RESPONSIBILITIES**

Services and maintains heating, ventilation, air conditioning equipment and systems in accordance with applicable Federal, State and local laws. Works under the direction of a lead HVAC Mechanic or Facilities Supervisor.

## **ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Perform visual and operational inspections on mechanical systems
2. Perform tests, preventive maintenance, high level troubleshooting, and complex repairs on HVAC systems and equipment
3. Perform mechanical installations
4. Operate diagnostic computer equipment
5. Independently run service calls and make emergency HVAC repairs as needed
6. Maintain clean, orderly, and safe work environment
7. Complete paperwork and assists in writing specifications
8. Report to work outside of normal working hours for emergency operations
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations.
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizen, and others, maintain confidentiality; and represent the County

## **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Two years technical training in heating, ventilation, air conditioning (HVAC) preferred\*
3. Five years HVAC experience or two years as an HVAC Mechanic I in the Bureau of Facilities

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read and interpret manuals, information and policies
2. Complete paperwork such as work orders, specifications, and time cards
3. Use mechanical hand tools, C.F.M, air volume gauge, refrigerant reclaimer, manifold gauges, vacuum pump, leak tester, pipe threader, welder/acetylene torch, amp and voltage meter, 2-way radio, electric and other test and maintenance equipment
4. Apply detailed knowledge of mechanical and electrical systems
5. Use computer software programs and/or other applications

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. DOT (Department of Transportation) Physical Card
3. Universal CFC Certificate
4. Requires criminal background check as condition of employment